

Sample Letter For State-Chartered Credit Unions Receiving Both Form 5300 and Form 5300SF

Charter : XXXXX
Check Digit: XXXX Credit Union's Name To Display Here
Cycle Date 0304 Credit Union's Address To Display Here
Region: 1 Credit Union's City, State and Zip Code To Display Here

TO THE OFFICIALS OF THE STATE-CHARTERED CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the September 30, 2004 Call Report. This package contains a copy of the Call Reports (form 5300 and 5300SF), the PC 5300 *Windows* program compact disk, a PC 5300 data disk, a copy of the PC 5300 *Windows* Checklist, and a return mailer.

Call Report: The form 5300 contains both core pages and supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. **Please carefully review the *Instructions for Reporting Requirements* located in the form 5300 Call Report**, just before the Working Copy of the form. Credit unions with assets less than \$10 million have the option of completing a short form version of the Call Report (form 5300SF).

Paper copies of the forms are provided for your convenience. You are not required to return a form if you use the PC 5300 program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the PC 5300 program, you must install the current system enclosed in this package. Please make sure that the version which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 4.c. Your charter number and check digit are listed at the top left corner of this page.

Report of Officials: The 2004 Report of Officials (form 4501) and the report's *Windows* software were sent with the December 2003 call report materials. The form, software, and user instructions are also available on the current CD and on our website at www.ncua.gov/ref/roofficials/roofficials.html.

Please call NCUA Customer Service at 1-800-827-3255 with any software questions. **Please direct any questions not related to the PC 5300 software to the NCUA examiner listed below.**

Credit unions with Internet access and using NCUA provided software can securely upload the Call Report and Report of Officials (ROO) data for processing with the eSend option. Please refer to the program instructions for further details. Your security keys required to use eSend are listed at the bottom of this page.

If you use the eSend option, no further documentation is necessary. The processor will contact you with any questions during processing. If you don't use the eSend option for the ROO, refer to the filing instructions contained in the form. If you don't use the eSend option for the Call Report, please place the *NCUA Form 5300 for Windows* data disk (containing your transmission file) and/or the Call Report (Form 5300) **AND A COPY OF YOUR SEPTEMBER 30, 2004 FINANCIAL STATEMENTS** into the return mailer. **THE COMPLETED FORM OR DISK MUST BE RETURNED BY OCTOBER 22, 2004 TO THE FOLLOWING ADDRESS:**

State Contact's Name To Display Here
State Contact's Title To Display Here
State's Address To Display Here
State's City, State and Zip Code To Display Here

Email: State Contact's Email Address To Display Here
Fax: State's FAX Number To Display Here

Authentication Key: The CU's Authentication Key Or The Text "Your Regulator Is Not Participating In eSend to NCUA" Will Appear Here.

ROO PIN: The CU's ROO PIN Will Display Here